

## FY22 MassPerform Action Items and Due Dates

Phase	Manager Action Items	Due Date	Employee Action Items	Due Date
<b>Kickoff (On Cycle)</b>  <b>Begins July 6<sup>th</sup> for Active Managers</b>	✓ Schedule Kickoff Check-in & enter expectations in MyPath	July 30, 2021	✓ Review expectations in MyPath and draft SMART Goals	
	✓ Conduct Kickoff Check-in	Before employee's goal entry deadline	✓ Participate in Kickoff Check-in	
			✓ Enter finalized goals into MyPath	August 27, 2021
Phase	Manager Action Items	Due Date	Employee Action Items	Due Date
<b>Kickoff (Off Cycle)</b>  <b>For Managers Hired between July 7<sup>th</sup> – Dec 31<sup>st</sup></b>	✓ Schedule Kickoff Check-in & enter expectations in MyPath	25 Days after Kickoff Task assignment*	✓ Review expectations in MyPath and draft SMART Goals	
	✓ Conduct Kickoff Check-in	Before employee's goal entry deadline	✓ Participate in Kickoff Check-in	
			✓ Enter finalized goals into MyPath	25 Days after Manager enters expectations*
Phase	Manager Action Items	Due Date	Employee Action Items	Due Date
<b>Wrap Up</b>  <b>Begins May 2<sup>nd</sup></b>	✓ Conduct Wrap Up Check-in	After employee's Performance Reflection	✓ Complete Performance Reflection in MyPath	May 13, 2022
	✓ Complete Manager Assessment & Rating in MyPath	June 3, 2022	✓ Participate in Wrap Up Check-in	
	<b>Rating Approvals</b>			
	✓ Share rating with employee	Available July 5, 2022	✓ Review final rating with manager	
	✓ Electronically sign rating in MyPath after sharing	July 13, 2022	✓ Electronically sign rating in MyPath after manager signs	July 22, 2022

\*New Users are imported into MyPath on Thursday evenings, so Off Cycle Hires will be assigned the Kickoff task upon their import into the system. Managers will receive be automatically notified that they have a new task to complete. Both managers and employees will see *actual* due dates (e.g., October 2, 2021) associated with their steps.